

Military Leave of Absence Statement

Employee Name:

Employee ID:

Department/Unit:

Type of Military Duty/Assignment:

Military Branch:

Leave Start Date:

Leave End Date (estimated):

Address During Leave (if known):

Contact Information During Leave (phone/email):

Additional Notes/Comments:

Employee Signature:

Date:

Supervisor/HR Signature:

Date:

Important Notes

- Attach official military orders or documentation verifying the need for leave.
- Notify your supervisor and HR as early as possible to allow for proper planning.
- Review your organization's policies regarding pay, benefits, and job protection during military leave.
- This form may be required for compliance with federal laws such as USERRA.
- Upon return, contact HR for reinstatement procedures and benefit coordination.